

How to Enroll in Illinois 4-H through 4HOnline

1. Open a web browser and type in: <http://il.4honline.com> (Please note, adding the www. prefix will return an error message). You will now see the Illinois 4-H login page.

TIP: Firefox and Chrome work best.

2. Choose *I need to setup a profile*.
3. Enter your desired login information.
4. **When selecting the county, be sure to select the county you wish to join and not the county you live in if they are different.**
5. Click *Create Login*.

If you receive a message that your account already exists, contact your County 4-H Office for your login information.

6. Enter your Family Information.
7. Click *Continue*.
In 4HOnline, Continue means the same as Save.

8. Members in 4HOnline are grouped by Family. Add youth and adult family members who would like to enroll in 4-H.
9. Select the desired Member Type and click *Add Member*.

NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not volunteers should not create an Adult member account.



10. Enter the Youth's Personal Information.
 11. Information in **Bold** is required. All other information is optional.
 Notes regarding Personal Information:
 Parent 1 and Parent 2 are the Parent(s)/Guardian(s) where the youth resides.

Second Household would be other parent if divorce, parents not at same residence, etc. This could also include Grandparents in situations where they assist with child care.

Emergency Contact This would be the person to contact in the event of an emergency. This could be the same as the parent.

4-H County The county you are joining 4-H in, may be different than the county where you live.

12. Click **Continue**.

First Name: Celeste
 Middle Name:
 Last Name: Smith
 Preferred Name:
 Mailing Address: 1234 My Street
 City: Brookings
 State: South Dakota
 Zip Code: 57006
 Birth Date: 05/01/2002
 Gender: Female

13. Read the Additional Information carefully.
Notes regarding Additional Information:
Languages: Please indicate any/all languages spoken at home.
Hispanic Origin: If the youth is identified as Hispanic, please indicate geographic area of origin.

14. Mark the check box and/or sign each section.
 This section will be locked for editing after the enrollment has been submitted.

15. Click **Continue**.

I hereby release, discharge and agree to hold harmless SDSU from any liability by virtue of any use whatsoever, whether intentional or otherwise, that may occur or be produced in the taking of said picture, or in any processing needed to complete the finished product.

I agree to the terms of the Media Release above and permit SDSU to use pictures of this 4-H member for the purposes stated above.

I DO NOT permit SDSU to use pictures of this 4-H member for any purpose.

Member Signature: _____ REQUIRED
 Parent/Guardian Signature: _____ REQUIRED

Medical Release

16. Select your desired Club.
 17. Click **Add Club**.
 Please choose carefully. If you are a cloverbud, make sure you choose the Cloverbud Club.

Clubs Projects Groups

Select a minimum of 1 club(s)

Add a Club

Select a Club: Demo Club

Add Club

18. The Club will appear on the Club List.
 19. If you would like to join another Club, select it from the drop-down list and click **Add Club**.
 20. Be sure to select which Club will be your Primary Club.
 21. When you have finished adding Clubs, click **Continue**.

Clubs Projects Groups

Select a minimum of 1 club(s)

Add a Club

Select a Club: Select a club ...

Add Club

| Primary | Club | Edit |
|-------------------------------------|-----------|--------|
| <input checked="" type="checkbox"/> | Demo Club | Delete |



22. Select the Club in which you would like to enroll in a Project.
23. Select the Project.
24. Click **Add Project**.
25. Repeat to add all of your projects.
26. When you have finished adding your projects, click **Continue**.
27. Groups are assigned by the county office.
28. Choose **Continue** to advance to the Invoice page.

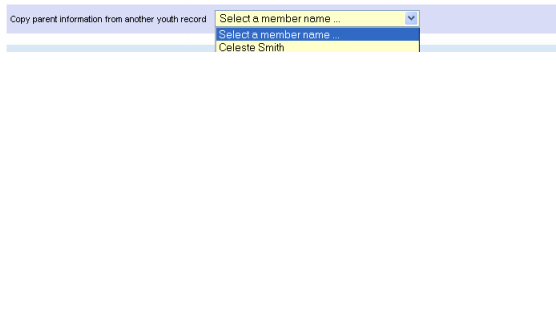

29. Illinois charges a \$20 per person Program Fee. On the Invoice screen, the Program Fee is calculated and displayed. Click **Continue** to advance to the Payment options screen.

30. Jo Daviess County members have their fee payed for by a cooperation of local businesses, foundations, and club. Please choose **county/club 4-H check** and click **continue**. Once this step is complete you are ready to click **submit enrollment**.

31. The member that you just added will appear in your Member List as Pending. You will receive an email that your enrollment has been submitted to your County 4-H Office.
32. Once your County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment.

| Member/Volunteer List | | | | | | |
|-----------------------|---------------|-------|---------------|-------------------|------------------|----------------------|
| | Name | Role | Membership ID | Enrollment Status | Last Active Year | Edit |
| 1) | Celeste Smith | Youth | | Pending | | Edit |



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|--|---|
| <p>33. To enroll another family member, select the member type and repeat the enrollment process</p> <p>34. If the second member's Parent and Emergency Contact information is the same as the first member's information, select "Copy parent information from another youth record" to auto-fill these portions of the Youth Profile page.</p> |  <p>The screenshot shows a form section titled "Copy parent information from another youth record". It features a dropdown menu with the text "Select a member name ..." and a list of names, with "Celeste Smith" highlighted in yellow.</p> |
| <p>35. You may login to your 4HOnline account at any time to edit member information, view Announcements and Newsletters, register for events, add animals and run member reports.</p> |  <p>The screenshot shows a dashboard area with a section titled "Announcements & Newsletters". It lists two items: "4-H Update" dated "May 08, 2012 Demo County" and "4-H FYI" dated "May 08, 2012 Demo County". To the right of this section is an orange button labeled "Continue to Family" with a right-pointing arrow.</p> |

